



DEPARTMENT OF THE AIR FORCE
HQ OPERATIONS AND SUSTAINMENT SYSTEMS GROUP (OSSG)
MAXWELL AIR FORCE BASE, GUNTER ANNEX ALABAMA

13 September 2005

MEMORANDUM FOR DECENTRALIZED CONTRACTING OFFICES

FROM: HQ OSSG/KABH
501 East Moore Drive
MAFB-Gunter Annex, AL 36114

Subject: Decentralized use of Quarterly Enterprise Buy (QEB) (05-04) pricing for 4th Quarter FY 2005

1. HQ OSSG is allowing the decentralized acquisition of Desktops, Laptops, and Monitors through AFWay using QEB 0504 pricing for End of Fiscal Year 2005. This policy will be effective from 6 Sep 05 thru 30 Sep 05.
2. The QEB0504 prices that are posted were competed among the seven (7) Enterprise Hardware Agreements (EHAs) for Desktops/Laptops/Servers (DLS). The EHAs are Blanket Purchase Agreements (BPAs) off of the GSA Federal Supply Schedules (FSSs). The pricing was attained from a request for quote on quantities that were collected for the centralized purchase at OSSG/KABH, otherwise known as the QEB. The Air Force IT Commodity Council (ITCC) participated in the QEB0504 decision making process in which a best value decision was made that selected the following vendors associated with each of the six product categories for both CONUS AND OCONUS delivery.
 - Mainstream Desktop (Small Form Factor) – Dell
 - Mini-Tower Desktop – HP
 - Mainstream Laptop – iGov
 - Lightweight Laptop – Dell
 - 17" Monitor – HP
 - 19" Monitor – iGov
3. The pricing from the central procurement was also applied to all decentralized purchases made via AFWay. Thus, awards made using QEB0504 pricing on AFWay **do not have to be re-competed**.
4. Contracting officers should follow the procedures listed in the attachments listed below. In addition, contracting officers should ensure local procedures, to include all levels of approval, for the purchases of IT equipment as related to AFWay are followed.


- Attachment 1: QEB 05-04 SF 1449 Instructions
- Attachment 2: QEB 05-04 Sample QC Checklist
- Attachment 3: QEB 05-04 Vendor Contact Information

5. If you have any questions, please check the attachments posted to EOFY QEB0504 on the AFWAY website. If these attachments do not answer your question, please call:

-Major Paul Schaum, Chief of Hardware Acquisition @ DSN 596-2312 or email at paul.schaum@gunter.af.mil

-Dr Lillie Thompson, QEB Contracting Officer @ DSN 596-2482 or email at lillie.thompson@gunter.af.mil

-Capt Russ Carruth, QEB Contracting Officer @ DSN 596-2308 or email at russell.carruth@gunter.af.mil



LILLIE H. THOMPSON
Contracting Officer

SF 1449 INSTRUCTIONS FOR QEB ORDERS

Page 1 of Order

Block 2—Reflect the correct GSA number that will match the Vendor's information in Block 17a. (See Note)

Block 3--Reflect the award/effective date.

Block 4--Reflect the order number.

Block 18a-- Must reflect the DoDAAC/Code that matches the last portion of the Form 9 code (i.e. 667100 F67100, 525700 F25700, 503000 F03000) because this will ensure that payment is made by the correct DFAS office.

Block 20 of the Standard Form 1449, (IN THIS ORDER) the BPA Number (i.e. FA8771-05-A-06XX (See Note)) must come first, followed by the QEB number (05-XX), then the AFWAY RFQ number.

Block 26 ---Contract Award Amount

Block 31a—Contracting Officer Signature (By CO)

Block 31b—Type Name of Contracting Officer

Block 31c—Date Signed (Signed by CO)

***Note—See Contractor Address and Contract Information Attachment for all contractor information related to the DLS BPA.

(The INVOICING section should be of the contract (Page 2) should read exactly as follows:)

'INVOICING'

A PROPER INVOICE MUST INCLUDE THE FOLLOWING:

1. NAME AND ADDRESS OF CONTRACTOR
2. INVOICE DATE
3. CONTRACT NUMBER FOR THE SUPPLIES DELIVERED OR SERVICES PERFORMED (INCLUDING ORDER NUMBER AND CONTRACT LINE ITEM NUMBER)
4. DESCRIPTION, QUANTITY, UNIT OF ISSUE, UNIT PRICE, AND EXTENDED PRICE FOR SUPPLIES DELIVERED OR SERVICES PERFORMED
5. SHIPPING AND PAYMENT TERMS (SHIPMENT NUMBER AND DATE OF SHIPMENT, PROMPT PAYMENT DISCOUNT TERMS)
6. NAME AND ADDRESS OF CONTRACTING OFFICIAL TO WHOM PAYMENT IS TO BE SENT
7. NAME (WHERE PRACTICAL), TITLE, PHONE NUMBER AND MAILING ADDRESS OF PERSON TO BE NOTIFIED IN THE EVENT OF A DEFECTIVE INVOICE
8. ANY OTHER INFORMATION OR DOCUMENT REQUIRED BY OTHER REQUIREMENTS OF THE CONTRACT

TO ENSURE PROMPT PAYMENT PLEASE MAIL OR PROPER INVOICE TO THE ADDRESS IN BLOCK 18a ON THE STANDARD FORM 1449.

****NOTE TO RECEIVING OFFICIAL****

Upon receipt of the items listed above, you are required to complete blocks 32a, 32b, 32c, 32d, 32e, 32f, and 32g of the Standard Form 1449 (Delivery Order) and forward a copy to DFAS within THREE working days of receipt and acceptance.

****NOTE TO CONTRACTOR****

1. ADD (QEB-# i.e. 05-04) AS A SUFFIX TO YOUR CONTRACT NUMBER (FA8771-05-A-06XX) IN COLUMN 1 OF YOUR DOSR AND CCR.

2. THIS ORDER REQUIRES SPECIAL SOFTWARE IMAGING. POC IS XXX@mcguire.af.mil
OR the Statement

2 NO SOFTWARE IMAGING IS REQUIRED

****Note#2**** Software imaging is only available for quantities greater than 25 ea. If you have Special Imaging requirements place POC contact information here.

****Delete #3 if not a Laptop Order**

3. VENDOR SHOULD DISABLE WIRELESS FUNCTION AT THE FACTORY. INCLUDE INSTRUCTIONS WITH THE UNIT FOR USER TO RE-ENABLE THE WIRELESS CAPABILITY UPON RECEIPT.

****Note**** This is applicable for all Lightweight and Mainstream Laptop Purchases

Individuals may place additional instructions here that do not conflict with previous instructions.

(CLINS Information)

CLINS Information:

Enter:

--Quantity

--Amount per/unit

--Unit of Issue is EACH.

--Noun Section: Put what you are buying (i.e. Mainstream Desktop or 17" Monitor)

--If CLIN item is an upgrade, it should read UPGRADE TO XXX before the noun.
(i.e. **UPGRADE TO** 120 MB)

--Descriptive Data: Paste the description of the equipment that you are buying
(i.e. Mainstream Desktop, Expandable Mini Tower, Lightweight Notebook, etc)

Make sure Ship To information includes:

--Address

--Unit, POC

--Telephone number (be sure to include a COMMERCIAL telephone number for the Ship To person)

Example as taken from Invoice

Ship To:

456th Base ECO

123 SSG Drive

Bldg 16, Room 125

USA AFB, AL

Amn.snuffy@usa.af.mil (information should be listed on Invoice)

(123)-456-7890

Mark For:

(Name or email address listed on invoice)

DELIVERY ORDER (SF1449) QUALITY CONTROL CHECKLIST

PAGE 1

- ☐ BLOCK 2 (check correct vendor):
 - ☐ Dell GS35F4076D
 - ☐ Gateway GS35F4565G
 - ☐ HP GS35F4663G
 - ☐ iGov GS35F4411G
 - ☐ MPC GS35F0409J
 - ☐ NCS GS35F4677G
 - ☐ Westwood GS35F4564G
- ☐ BLOCK 3 AWARD DATE
- ☐ BLOCK 4 ORDER NUMBER
- ☐ BLOCK 17A VENDOR
- ☐ BLOCK 18A DFAS
 - ☐ F67100 DFAS-LI
DFAS BAASD/CC
P.O. BOX 369020
Bldg #21 Mailroom
Columbus, OH 43236-9020
 - ☐ F03000 & F25700 DFAS COLUMBUS
P.O. BOX 369024
Columbus, OH 43236-9024
- ☐ BLOCK 18A DFAS CODE (see Form 9 example)
- ☐ BLOCK 20-IN ORDER- BPA# (check correct vendor)
 - ☐ Dell FA8771-05-A-0608
 - ☐ Gateway FA8771-05-A-0610
 - ☐ HP FA8771-05-A-0611
 - ☐ iGov FA8771-05-A-0602
 - ☐ MPC FA8771-05-A-0609
 - ☐ NCS FA8771-05-A-0603
 - ☐ Westwood FA8771-05-A-0601
- ☐ BLOCK 20 QEB0504
- ☐ BLOCK 20 CUSTOMER# (match invoice)
- ☐ BLOCK 26 AMOUNT (match invoice and folder)

PAGE 2

- ☐ SOFTWARE POC IDENTIFIED (If Applicable)
- ☐ SPECIAL INSTRUCTIONS IDENTIFIED (If Applicable)

CONTRACT BODY

- ☐ UNIT TYPE MATCHES INVOICES (page 2 of invoice)
- ☐ UNIT QUANTITIES MATCH INVOICES (page 2 of invoice)
- ☐ UNIT PRICES MATCH INVOICES (page 2 of invoice)
- ☐ UPGRADE TYPES MATCH INVOICES (page 2 of invoice)
- ☐ UPGRADE QUANTITIES MATCH INVOICES (page 2 of invoice)
- ☐ UPGRADE PRICES MATCH INVOICES (page 2 of invoice)
- ☐ SHIPPING INFORMATION MATCHES INVOICE (page 1 of invoice)
- ☐ DODAAC MATCHES INVOICE (page 1 of invoice)
- ☐ COMMERCIAL PHONE NUMBER LISTED FOR SHIPPING POC (page 1 of invoice)
- ☐ MARK FOR POC MATCHES INVOICE (page 1 of invoice)
- ☐ FORM 9 NUMBER MATCHES FUNDING DOCUMENT (form 9 top)
- ☐ FUNDING LINE MATCHES FUNDING DOCUMENT (Form 9 Accounting Classification)
- ☐ TAB 32 - SIGNATURE AND DATE
- ☐ TAB 14 - SIGNATURE AND DATE

DD350 EDITS

- ☐ B6 SHOULD NOT BE MONTGOMERY AL
- ☐ B12E Should List Item, QEB #, and Ship to Base/Location
- ☐ B15 SHOULD BE "A"
- ☐ B16 SHOULD BE "YES"

Reviewed by _____

QEB0504 VENDOR CONTRACT INFORMATION

Contractor: DELL
GSA Contract #: GS35F4076D
HQ OSSG BPA #: FA8771-05-A-0608
Cage Code: 0V2B2
Contractor Address: DELL MARKETING L.P.
ONE DELL WAY
ROUND ROCK TX 78682
(512) 728-0813

Email Awards to:

(Send to All)

Jon_Pennington@Dell.com
Kelli_Furrer@Dell.com
Anna_M_Baker@Dell.com
Carla_Fex@Dell.com

Contractor: HP
GSA Contract #: GS35F4663G
HQ OSSG BPA #: FA8771-05-A-0611
Cage Code: 1HQN9
Contractor Address: HEWLETT-PACKARD COMPANY
9737 WASHINGTONIAN BLVD
GAITHERSBURG MD 20878-8733
(610) 346-1615
Email Awards to: 'afway@hp.com' & allen.young1@hp.com

Contractor: IGOV
GSA Contract #: GS35F4411G
HQ OSSG BPA #: FA8771-05-A-0602
Cage Code: 06SD6
Contractor Address: IGOV TECHNOLOGIES, INC.
8200 GREENSBORO DR STE 200
MC LEAN VA 22102-4923
(703) 373-9029
Email Awards to: airforcesales@igov.com